

CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

The **fourth** ordinary meeting of the **Clubs, Societies & Projects Board** for the 2019/20 session, to be held **Monday 13th January 2020 at 18:00** in **SAF Room 120**

**Attendance;**

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| **Name** | **Role** |
| Thomas Fernandez Debets | Deputy President (Clubs & Societies) |
| Marta Mazzini Cea | Student Activities Co-ordinator – Governance and Frameworks |
| Tom Newman | Head of Student Experience |
| Joseph O'Connell-Danes | Arts & Entertainment (AE) Chair |
| Sam Lee | A&E Treasurer |
| Wladimir De Polignac | SP Treasurer |
| Ryan Ellis | Silwood Park Treasurer |
| Conor Nicoll | Silwood Park President |
| Mohit Devgan | GSU President |
| Alex Anyang | RCSU President |
| Salman Hussain | CGCU Clubs and Societies Chair |
| Rish Harimaran | ICSM Clubs and Society Chair |
| Annie Mao | RSMU President |
| Christopher Turner | RCC Chair |
| Will Louth | Recreation Sector Treasurer |
| Ross Unwin | Sports Chair |

1. **Agenda item; Welcome**

Tom Fernandez Debets introduced Tom Newman, Head of Student Experience and Marta Mazzini Cea, Student Activities Co-ordinator – Governance and Frameworks. Both Tom and Marta are relatively new to the team, Tom joined this meeting to learn and observe how CSPB meetings run and Marta will be supporting DPCS Tom Fernandez Debets on future CSPBs administration and coordination tasks.

1. **Agenda item; Apologies**

Apologies from Culture Chair, Community Sector declined invite, Knowledge Sector,

1. **Agenda item; Room Booking Policy**

Policies were up on the screen and members read agreed and approved the ‘Requirement’ section of the policy. Next they discussed the ‘Process’ section of the policy and stopped at the following points to amend;

Discussion of point 9 (see below)

The request shall be approved by:

a.The Student Activities Centre (to ascertain the most suitable space)

b.The Department (where the Department requires this)

c.The Deputy President (Clubs & Societies)

d.College Security

CSPB agreed to strike of point 9.c no need for DPCS to approve room bookings, instead add a subclause to 9d stating ‘approval may be needed by b and d’

Discussion of point 10 (see below)

The Deputy President (Clubs & Societies) may request any other information they deem necessary to support their decision to allow or cancel an event. This should be provided within 36 hours of the request.

Point 10 to include all the relevant stakeholders mentioned in point 9 (Student Activities Dept, the Dept and Security)

Strike off last sentence of point 10, update with ‘either at least 2 weeks or 36 hours before the event, depending on the club’s preference.

Discussion of point 11 (see below)

Events may be cancelled/not approved on the grounds that:

a.There is no appropriate space available

b.Health & Safety concerns

c.Legal or reputational concerns

d.The proposed event does not fall within the aims or objectives of the group organising it

Appeal should be to the Union President on points a, b and d and to the College Secretary on point c.

Discussion on point 11d regarding specific priority if there is a conflict

‘Appeals’ needs wording changed to align with new conflict agreements, this new wording will be confirmed and agreed in an upcoming meeting with Tom Newman

**ACTION** = Sam Lee and Tom Fernandez Debets to take discussion of policy point 12 (Hot Works permits) offline.

Discussion of point 17 (see below)

Where catering is provided it shall be from Imperial College Union approved suppliers or College Conferences. 2 weeks' notice must be given if any food and drink shall be provided.

This clause to be removed and replaced with the following clause ‘abide with College’s food and drink Policy’.

**ACTION** = Discussion of point 20, Tom Newman, Tom Fernandez Debets and Marta Mazzini Cea to discuss the replacement of ‘Appeals to the Rector’, who would be best in place of Alice in the current structure to Appeal too.

Discussion of point 21, update with non-compliance new wording.

Discussion of policy point 14, decision to make a reference to clause 24.

Discussion of point 24 (see below)

Bookings shall, in principle, be made on a first-come first-served basis and every effort shall be made to allocate the first preference space or one with equal characteristics

Add to clause 24 ‘person at fault will get the strike not the CSP.

Discussion of point 26 (see below)

Groups running weekly sessions or major events shall have the opportunity to book space for the first two terms of the academic year before room bookings open for one-off events. Space shall usually only be allocated where the activity is in line with the core activities of that group.

Discussion to add and clarify ‘major events’ to cluase, members discussed the definition as dependent on numbers of people expected to the event such as room hire request for rooms with 150plus capacity (opportunity to have a list of these rooms). Major events definition also dependent on criticality to the club.

Request for these major events to be booked before the ad hoc bookings window opens and for clubs to have access to one major event per term.

Discussion on why academic year does to include 3rd term, **ACTION** for Tom Fernandez Debets to take this ‘academic year’ discussion to Council.

NOTE, changes to clause 26 will be actioned **IF** feasible with the system in place.

Discussion of point 27 (see below)

The Deputy President (Clubs & Societies) may relocate any group to a space of similar characteristics or which is still suitable for the groups needs where there is more than 48 hours before the event. This shall only occur under emergency or unscheduled circumstances and shall be avoided as far as possible.

Discussion of somehow prioritising the of approval of external speakers or external speakers to be considered when room bookings are made, as some clubs fly over their speakers so will need time to organise this in good time. Group explored the idea of putting such requests earlier but due to low resources in Activities Team this may not make a difference and may add a burden to the clubs.

**Policy approved and confirmed with the new above changes**

1. **Agenda item; Equipment Policy**

Discussion of point A.2 (see below)

Equipment is allocated to each Club, Society or Project (CSP). The equipment shall not be borrowed, redistributed or lent elsewhere by the Union except in situations detailed in this policy.

In case the item ‘used/borrowed’ maybe be covered in other policy points.

Discussion of point A.4 (see below)

A 4. When a CSP is closed down, the Deputy President (Clubs & Societies) shall be responsible for the reallocation or disposal of any equipment in consultation with the relevant Management Group Chair

A4.1.The equipment shall be assigned to a club that has a reasonable use for it e.g Rugby club cannot be given skis.

A 4.2.In the case that a suitable club to reallocate the equipment to is not found within 2 months the equipment will be held for a time period of up to 2 months and then disposed of. After the holding period the DPCS is responsible for selling any items.

A 4.3.Money from the sales of equipment shall go into the clubs SGI.

A 4.4.Appeals on the reallocation of equipment are to be made to the President

Change to ‘management group and club(s)’, and amend all future of these for example also in 4.1 change it to a ‘club (s) or management group’.

4.3 Change Clubs Management Groups to ADF unless they are in debt, this money would go to clear their debt.

4.4 Amend to be in line with new wording on complaints policy.

Discussion of point A.6.2 amend typo ‘confirmation’.

Discussion of point B.1 (see below)

B 1.CSPs are provided with adequate secure storage within the union rooms or facilities off campus. Any club Society or project needing storage space must submit a space request form to Deputy President (Clubs & Societies).

Amend to include ‘The Union endeavours to provide with adequate secure...’

Discussion of point B.3.1 (see below)

B 3.The Deputy President (Clubs & Societies) shall allocate space based on these applications.

B 3.1.Appeals against this decision are to be made to the president.

Amend to align with updated appeal process.

Discussion of point B.4 (see below)

B 4.Items stored off campus must have details of:

B 4.1.An address and location.

B 4.2.The name and CID of the person responsible

Amend to include the name of the Club as well.

Discussion of point B6 (see below)

B 6.CSPs should report any defects with their storage to the Central Services manager within 5 working days.

Amend the reflect that there is no central manager role any more instead it should read ‘Student Activities Manager’.

Discussion of point B9 (see below)

B 9.The Central Services department is responsible for ensuring the fit state of storage facilities and that the room can be secured.

Change Central services to Student Activities Team.

Discussion of point B10 (see below)

B 10.The Union, namely Deputy President (Clubs & Societies) will clearly define each clubs storage area within a room.

Change ‘Deputy President’ to ‘Activities Team or relevant building group’.

Discussion of point B11 = change in line with new complaints procedure.

Discussion of point B13 = change to be in line with new disciplinary procedure.

Discussion of point B14 = change to be in line with disciplinary procedure and amend ‘president’ to CSPB President.

Discussion of point B.15.2 = change ‘CSP’ to ‘CSPB’.

**ACTION** = Tom Fernandez Debets to look at space request form.

Discussion of point B19 = change in line with new complaints procedure.

Discussion of point B20 (see below)

B 20.Any items stolen from a secured room are to be replaced at no cost to the CSP as detailed in the Contingency Policy

Add to include ADF. Make this addition to all ADF affected clauses such as B21.

Amend to read ‘securely stored place’ (strike out ‘room’).

Discussion of point B22 (see below)

B 22.The cost for the replacement of any items stolen from a union room, which could not be secured due to a defect, are to be covered as per the contingency policy provided a defect was reported before the incident.

Amend to read ‘provided defect was reported where reasonable’.

Discussion of point B23 (see below)

B 23.The cost for the replacement of any items damaged while in a union storage room due to a defect, are covered by the central services department.

B 23.1.The CSP is responsible for the purchase of any replacements and the cost shall be reclaimed from the central services department.

**ACTION** = Tom Fernandez Debets to clarify agreements with College Estates Team if in this case the term Central Team should be College Estates Team.

Discussion of point C2 (see below)

C 2.Normally pat testing is offered free to clubs, CSPs are responsible for ensuring their equipment is maintained to a safe and reasonable level. This includes electrical safety testing in accordance with college guidance on electrical safety. Available here <http://www3.imperial.ac.uk/safety/subjects/workequip>

Add new policy point above C2 to state ‘Union accountable for the CSP equipment, make this change for C2, C3, C4, C5 and C6.

**ACTION** = Tom Fernandez Debets to look into Service Level Agreement with College about CSP equipment in College Space.

**Policy approved and confirmed with the new above changes**

1. **Agenda item; Welcome Fair Policy - Trading**

Change Policy title to Trading at Welcome Fair, and all throughout the Policy.

Discussion of point 3 (see below)

3.That the event also marks the best opportunity for Imperial College Union to market its central services and activities to the students, especially Freshers.

Change ‘freshers’ to ‘new students’.

Discussion of point 8 (see below)

8.Corporate presence at these events is welcome.

Amending this point created a lengthy discussion, CSPB members voted on; whether to remove it, change it, and if so to read what? After much discussion members agreed to remove ‘Corporate present is welcome’ and add that CSPs will have priority for stall presence.

**Policy approved and confirmed with the new above changes**

1. **Agenda item; Union Awards/SACAS feedback**

It has been proposed for the SACAS awards which are for academics who go above and beyond to improve the student experience to be joined up with the Union awards as they celebrate similar achievements around the improvement of student experience. At the moment SACAS are perceived as more prestigious. There are a number of benefits to this joint proposal for example joining of resources for an awards event, as well as elevating the Student Union awards’ prestige and highlight that students are fundamental to the student experience.

There was a question if this would take away from the academic's prestige, but a counter argument was that it will elevate the Union’s awards.

All CSPB members were in agreement with this joining of awards programmes.

1. **Agenda item; CSP Budgeting**

New budgeting systems and its tools were demonstrated and discussed.Please note fully funded clubs are still to go through MG1 budgeting stage.

**ACTION** = Budgets session Tuesday 21 Jan and 23Jan Chairs to advertise with members

From Monday 20 Jan budgets can’t be amended. Collection of MG1 comments, please note line by line budget comments can be seen by all.

**ACTION** = TomFD to find out if comments are visible to the CSP during MG1 and MG2.

**ACTION** = TomFD to look at ‘Eligible’ wording as this is inherited language which may be need reviewing.

For the moment there is no space to make general comments about the budget as a whole, there is only space to comment on specific budget lines. If Management Group Chairs want to make general comments, please make these on the first line at the very start.

**ACTION** = Tom FD to look for last year's budget passwords and circulate to all members.

All funding will be submitted for this year's MOCK exams (meds) but not in future. This means some money should be available for the SU. Non centralised MOCK exams are to be considered/funded by Medics ICS SU’s budget.

There was a request for next summer term to be included in next year’s budget.

1. **Agenda item; AOB**

Tom FD asked for CSPB members to consider attending/volunteering to represent CSPB at the next two rounds of NAC and TOURs

**ACTION**= Tom asked to circulate ADF applications.

The meeting continued for another hour as Tom FD went through a budget example.

1. **Next Meeting:**